

## HIGHLAND PARK PUBLIC LIBRARY

Board of Trustees Meeting

February 21, 2023

### CALL TO ORDER

President Wolfe, presiding, called the meeting to order at 7:01 p.m.

**Members Present:** Rich Basofin, Alicia De La Cruz, Rebecca Nathanson, Ashley Lapin Olian, Rob Olian, Bill Ott, Carol Wolfe, Peter Zotos

**Members Absent:** Irene Hoffman

**Others Present:** Noah Apley, Cary Rositas-Sheftel, Kim Stone, Heidi Smith

### APPROVAL OF MINUTES

**Trustee Olian moved and Trustee Zotos seconded a motion to approve the January 17, 2022 regular meeting minutes, January Bill List, and January Financial Reports. The motion passed unanimously.**

Ayes: Basofin, De La Cruz, Nathanson, Lapin Olian, Olian, Ott, Wolfe, Zotos

Nays: None

MOTION CARRIED

### COMMENTS FROM THE PUBLIC

None

### REPORT OF THE PRESIDENT

President Wolfe's report included the following:

- President Wolfe reported the Illinois Public Library Annual Report (IPLAR) was distributed and asked trustees for questions or comments. Trustee Zotos questioned the purpose of the IPLAR report. Director Smith explained the report is required for all state libraries in order to receive state funding through the annual Per Capita Grant. The State uses the data to track library operations across the state.
- The Library will be a polling location for Election Day, Tuesday, April 4, as well as an early voting site. Director Smith is seeking support from trustees for line management between 6 a.m. and 8 a.m. on Election Day. President Wolfe invited trustees to meet and engage with voters between 8 a.m. and 7 p.m. during early voting. A sign-up will be posted in March.
- President Wolfe reminded trustees to complete the Sexual Harassment and Discrimination training and OMA if they have not done so.
- President Wolfe reminded trustees to use the new library emails in order to have a public record of all communications. She also encouraged trustees to check their email regularly.

### REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith reported corrections to the January usage statistics. The gate count for January was 16,223, a 43% increase. If the 1,284 people in attendance for iRead in January was deducted, it would be a 32% increase. Also, the self-check percentage for January was 62% in 2023 compared to 59% in 2022.
- Director Smith referred to the bar graph for youth YTD collection statistics. She noted that youth was a smaller percentage than adults. This is in line with the architect's findings that the use of the youth collection is low compared to neighboring libraries.
- Director Smith invited trustees to a special event, "A Night at the Oscars" with film critic Michael Phillips on Wednesday, March 8 at 7 p.m. The program is sponsored by the Friends of the Library and the Jack Miller Foundation.

- Assistant Director Rositas-Sheftel reported that the iRead event was very well attended by children, parents, and grandparents. She shared that families continued to use and enjoy the Library after the storytelling was finished.

#### REPORT OF THE OPERATIONS AND POLICIES COMMITTEE

Trustee Olian reported the newest policy is the Programs policy. It describes the Library's strategy for programs, similar to Library collections. The next policy in the packet was the Personnel policy. The primary change was regarding full-time employees who work 30 to 40 hours and the prorated benefit accrual rates. Policy 404 had a name change from Library Display Cases to Library Exhibit Cases. The final policy, Policy 406, was a combination of Distribution and Display of Non-Library Materials and the Bulletin Board Policy. Some changes were made to comply with legal requirements.

**Trustee Basofin moved and Trustee Nathanson seconded a motion to approve the new Programs policy, the revised Personnel policy, the revised Library Exhibit Cases policy, the revised Distribution and Display of Non-Library Materials policy, and the removal of separate Bulletin Board policy as presented. The motion passed unanimously.**

Ayes: Basofin, De La Cruz, Nathanson, Lapin Olian, Olian, Ott, Wolfe, Zotos

Nays: None

MOTION CARRIED

#### OLD AND NEW BUSINESS

Assistant Director Rositas-Sheftel provided an update on the open Social Worker position. She shared that it has been challenging to find candidates but continues to network with universities and schools. RAILS just started a new networking Social Worker group and the position will be reposted with all the new information gathered.

#### ADJOURNMENT

Trustee De La Cruz moved and Trustee Zotos seconded a motion to adjourn the meeting at 7:29 p.m. President Wolfe, presiding, adjourned the meeting at 7:29 p.m.

Ayes: Basofin, De La Cruz, Nathanson, Lapin Olian, Olian, Ott, Wolfe, Zotos

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith, Ashley Lapin Olian